



Banner Cross-Functional Team

Thursday, February 8, 2007

8:30 am, SUB Cataldo Room

Present: Jennifer Minke, Judy Tackett, Linda Aherin, Melissa Goodwin, Kristy Rayner, Karl Riley, Brant Madson, Dan Davenport, Sharon James, Rod Dunn, Angela Helmke, Chris Menter

MINUTES

1. Karl asked why ALC-xxxxx ID numbers were being used for ALCP students instead of a "real" student ID number and if Admissions was replacing them when the student was officially admitted. Chris indicated that this was done with the initial setup of ALCP registration since they were not admitted to UI officially. There was discussion if a "real" student ID number would cause any harm; there being none the decision was made that the "real" ID number would be generated for ALCP students only instead of the ALC number in the future. Admission will continue to replace the existing records as they are admitted.
2. Melissa noted that the consortium admission and registration process is not an issue any longer, but she will revisit it if it does become an issue again.
3. Dan noted we will discuss the VandalWeb withdrawal process later; it is not a pressing issue.
4. Chris indicated that she would like to move ahead with implementing a student consent for release form that all offices would use instead of having separate forms for separate data. After discussion about the form it was determined that the password requirement would be removed and that staff dealing with this would need to verify student identity by full name and birth date. The forms will be kept in the student's permanent file. Registrar now records this information in the comment section of GWACONF and there was discussion that if the data entry was going to be decentralized that GWACONF be modified to use validated fields so that everyone is consistent. Karl, Rod, Sharon, and Chris will investigate this option. This form will hopefully be in place by Vandal Friday for the student packets.
5. Chris noted that the new access forms for General Person maintenance have been collected for current users and that the form will be used from now on for new employees.

6. Sharon explained that there is a process that runs nightly to set the inactive flag on all address types, except W2, if the *TO DATE* has past. HR has resolved their issues with this and the process is continuing to run as is for now. However, since it is a general database process it may be turned over to ITS in the future.

7. Kristy demonstrated via a PowerPoint presentation the proposed new Vandal Setup function. There will be three accounts, instead of two, that a new student must setup due to the change in VandalMail. VandalMail is moving to a hotmail account and requires that the student select their own address instead of being assigned one by ITS. Rod indicated that he felt having to setup a Student Lab/WebCT account too early on would be a barrier to VandalMail setup since it sequentially comes before in the Vandal Setup process. Kristy noted that the intent of the redesign committee was to have the student do everything at once and not get behind and be further confused as they being classes. Also having VandalMail last encouraged them to immediately login and check messages. There was a suggestion to change to the order of those two items, but that is still up for discussion due to next seeing how the new VandalMail/Hotmail works. There was concern that there would be confusion if the initial VandalMail password is the default PIN (MMDD00) after the student just changed it for VandalWeb. The idea was given to use the student ID number as the initial VandalMail password instead as another reinforcement of using it. Kristy demonstrated the steps to setting up the new VandalMail/Hotmail—all 22 of them—which requires downloading and running a program. This was a big concern for users on slow connections that they would just quit and never get their email setup. The biggest concern/deal breaker however was that the new site has absolutely no branding of VandalMail and there would be serious confusion that the student should enter their current Hotmail account information to login. Kristy explained that the student has to login multiple times, creating and confirming a password before the account is actually setup; again the concern is with frustration and non-completion. This new system is supposed to be live as of February 15. Dan Davenport will speak with Harvey Hughett about delaying this until these issues can be addressed. Everyone is encouraged to speak to their director about this for support.

